

Section 5:

Claim Process & Budget

- Claim Instructions
- Security Authorization Form
- Justification of Large Equipment Purchase Form
- Allowable and Non-Allowable Expenditures
- Basic Budget Exercise



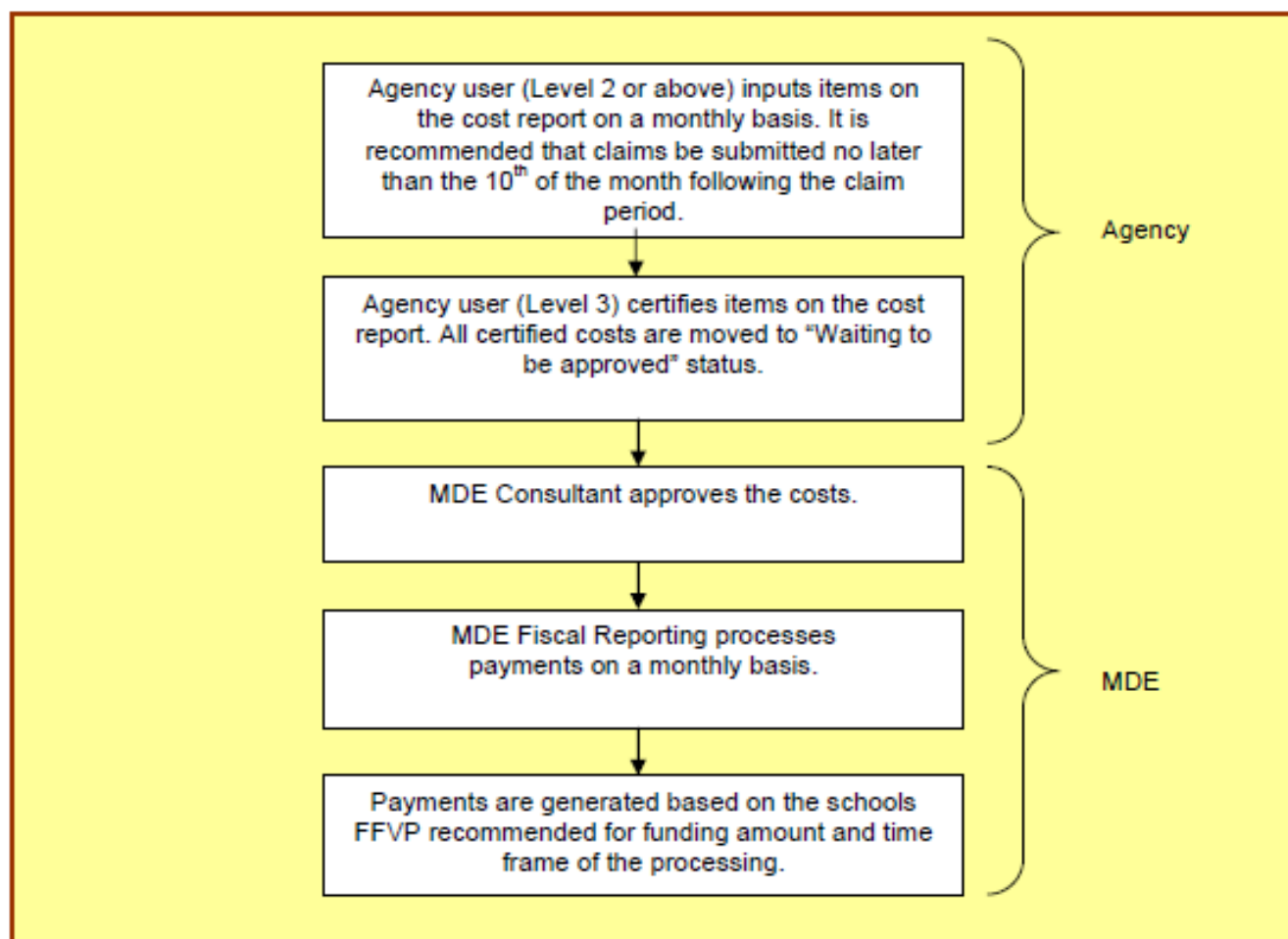
Introduction:

Cost reimbursements are entered, certified and approved via the Michigan Nutrition Data System (MiND). Funds are drawn down from the Cash Management System (CMS) on a periodic basis.

Requirements:

1. A complete and certified FFVP application for the current fiscal year in MEGS;
2. An agency user who has a MEIS account and has completed the security access form; and
3. A computer workstation with internet connectivity. Recommended browser is Internet Explorer 6.0 or later versions.

Process flow:



Steps to Enter and Submit FFVP Costs

Step I: Login to the MiND System

1. On your browser, go to www.michigan.gov/meis
2. Click on the link [MiND - Michigan Nutrition Data System](#) in the Child Nutrition Programs (CNP) section.

Child Nutrition Programs (CNP)

- **Program Applications**
 - [Michigan Electronic Grants System Plus \(MEGS+\)](#)
 - [Child Nutrition Application Program \(CNAP\)](#)
- **Claim Forms**
 - [Child and Adult Care Food Program \(CACFP\) - SM-4213-C](#)
 - [Schools Meals Program - SM-4012-SL](#)
 - [Summer Camp Special Milk Program - SM-4012-SC](#)
 - [Summer Food Service Program \(SFSP\) - SM-4012-SF](#)
 - [Child and Adult Care Food Program \(CACFP\) - FDCHClaims](#)
- **Year End Report School Meals Program - SM-4012-A/R**
- **LEARS-Verification Summary Report**
- **[MiND Michigan Nutrition Data System](#)**
- **[Child Nutrition Program Security Agreement](#) PDF**

3. Login with a valid MEIS Login and password. Insure your Child Nutrition Programs- Security Access Form is up to date, includes the FFVP MiND access. If not, submit an updated form.

Michigan Nutrition Data System
Department of Education

Michigan.gov Home | MiND Home | Contact for MiND | DOE Home

WELCOME TO MiND!

The Michigan Nutrition Data (MiND) system, developed by Grants Coordination and School Support (GCSS), Michigan Department of Education, is designed for the sponsors participating in School Meals Program, Child and Adult Care Food Program, Summer Camp Special Milk Program, Summer Food Service Program, The Emergency Food Assistance Program, and Commodity Supplemental Food Program to manage their monthly claims and to submit their year end reports.

MiND Login:

User Name:
Password:
[Forgot Login/Password?](#)

AVAILABLE SYSTEMS IN MiND

- The Emergency Food Assistance Program (TEFAP) Payments Processing System
- Commodity Supplemental Food Program (CSFP) Payments Processing System

MESSAGES

- Look for important messages on this section

NEED ACCESS

- [Security Access Form](#)

Michigan.gov Home | MiND Home | Contact DOE | Data With Data
Grants Policy | Link Index | Access@Me.Sites | Security Index
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Step II: MiND Home Page

1. This page lists the payments received for the FFVP for the given fiscal year and provides users with the option to edit the cost maintenance.

Michigan Nutrition Data System
Department of Education

[Michigan.gov Home](#) | [MiND Home](#) | [Contact for MiND](#) | [MiDE Home](#)

FFVP PAYMENTS PROCESSING SYSTEM [Welcome, \[User\] | Log Out](#)

[MiND Home](#) [FFVP Payments](#) [Help](#) [Logout](#)

OVERVIEW

Agency: City School District Fiscal Year: 2011 October 2010 - September 2011

Agency payments Summary

No.	Payment Date	Amount
1	May 26, 2011	\$1,810
2	May 26, 2011	\$2,040
3	May 26, 2011	\$1,330

Cost Maintenance

Select a site to edit cost items:

Barbara Jordan Elementary I

2. The Cost Maintenance link also navigates the user to the "Cost Item Maintenance" waiting to be certified.
3. The Cost Maintenance link navigates the user to the "Cost Item Maintenance" waiting to be approved.

Step III: Cost Item Maintenance Page – Entering FFVP Costs

1. Select a cost item from the description drop-down. Options are:
 - a. Operating Cost – Fruits
 - b. Operating Cost – Vegetables
 - c. Operating Cost – Small
Supplies/Other
 - d. Operating Cost - Labor
 - e. Administrative Cost – Non Labor
 - f. Administrative Cost – Labor

2. Type in details (required for every category) in the “Specify” box.
 - a. For fruits or vegetables: Address type of food, number of units, how much the unit holds and cost per unit).
 - i. Example: apples, 138ct, 4 cases, \$38/case
 - b. For labor: Enter pay rate and number of hours. Enter separate lines for wages and benefits (do not combine).
3. Select the month of the cost – the month the expense actually happened.
4. Enter the corresponding cost in the amount box for non labor (labor will automatically be calculated based on the rate and number of hours; Click “Add.”

FFVP PAYMENTS PROCESSING SYSTEM Welcome, 3 Tester, . Last login 8/14/2013 11:50:03 AM.

MIND Home FFVP Payments Help Logoff

COST ITEM MAINTENANCE

Agency: Fiscal Year: 2014

Building: School: Select

Add Cost Item

Description: 2

*Specify:

Month: 3

Amount: Add 4

Building Summary

Enrollment: 340

Early Fund Allocation 09V0: \$0

Approved Cost 09V0: \$1,460

YTD Disbursements 09V0: \$0

Primary Allocation 0950: \$18,700

Approved Cost 0950: \$0

YTD Disbursements 0950: \$0

YTD Admin Cost: \$0

Cost Items Waiting To Be Certified

No.	Date Entered	Cost Item Description	Specification	Month	Amount Entered
Total cost items waiting to be certified: \$0					

I am certifying the data being submitted is true and correct, records are available to support it, and it is in accordance with the terms of the existing Agreement with the Michigan Department of Education.

Certify

5. On clicking “Add,” the entered cost will be listed in the “Cost Items Waiting To Be Certified” section.
Note: Level 2 users can add costs for their agency but cannot “Certify” the information.
6. To modify the entered value, click “Edit.”
 - a. Make your adjustment and then hit “Update.”

Step IV: Certifying FFVP costs.

Level-3 user has to log into MiND using their authorized Login and password. Level-3 user will be able to see the "Cost Items Waiting To Be Certified" section along with the "Certify" button.

1. On clicking "Certify", the costs listed in "Cost Items Waiting To Be Certified" section will be transferred to the "Cost Items Waiting To Be Approved" section.

The screenshot displays the 'Cost Item Maintenance' interface. At the top, there are fields for Agency, School Year, and Building. Below this is the 'Add Cost Item' section with fields for Description, Quantity, and Amount, followed by an 'Add' button. To the right is a 'Building Summary' box showing various totals. The main section is 'Cost Items Waiting To Be Certified', which includes a table with columns: No., Date Entered, Cost Item Description, Amount Entered, Amount Approved, and Notes. Below the table is a 'Total cost items waiting to be certified' section with a 'Certify' button. A callout box with the number '1' points to the 'Certify' button. Below this is the 'Cost Items Waiting To Be Approved' section, which contains a table with the same columns as the one above. At the bottom, there is a 'Total cost items waiting to be approved' section.

No.	Date Entered	Cost Item Description	Amount Entered	Amount Approved	Notes
1	Aug 16, 2010	Operating Cost - Fuel	\$1,200	1200	
2	Aug 16, 2010	Operating Cost - Labor	\$5,900	5900	
3	Aug 16, 2010	Operating Cost - Other Supplies/Other	\$1,000	1000	
4	Aug 27, 2010	Operating Cost - Miscellaneous	\$1,200	1200	

No.	Date Entered	Cost Item Description	Amount Entered	Amount Approved	Notes
1	Aug 16, 2010	Operating Cost - Fuel	\$1,200	1200	
2	Aug 16, 2010	Operating Cost - Labor	\$5,900	5900	
3	Aug 16, 2010	Operating Cost - Other Supplies/Other	\$1,000	1000	
4	Aug 27, 2010	Operating Cost - Miscellaneous	\$1,200	1200	

Step V: Approval of Costs.

1. Michigan Department of Education will approve the "Cost Items Waiting To Be Approved". On approval, the costs listed in "Cost Items Waiting To Be Approved" section will be transferred to the "Approved Cost Items" section.



Michigan Department of Education
Child Nutrition Programs - Security Authorization Form

School District/Organization/Institution Name		Agreement Number
1. Designated Michigan Education Information System (MEIS) Applications Check boxes below for which Level 3 "Enter/Certify" access rights are being requested.		
a. MICHIGAN ELECTRONIC GRANTS SYSTEM PLUS (MEGS+) <input type="checkbox"/> School Meals Program <input type="checkbox"/> Child & Adult Care Food Program - Centers <input type="checkbox"/> Child & Adult Care Food Program – Family Day Care Home (FDCH) Sponsor <input type="checkbox"/> Summer Food Service Program <input type="checkbox"/> Summer Camp Special Milk Program <input type="checkbox"/> The Emergency Food Assistance Program <input type="checkbox"/> Commodity Supplemental Food Program <input type="checkbox"/> Fresh Fruit and Vegetable Program		b. CLAIM FORM <input type="checkbox"/> School Meals Program <input type="checkbox"/> Child & Adult Care Food Program - C Claim <input type="checkbox"/> Child & Adult Care Food Program - FDCH Claim <input type="checkbox"/> Summer Food Service Program <input type="checkbox"/> Summer Camp Special Milk Program <input type="checkbox"/> The Emergency Food Assistance Program (MiND) <input type="checkbox"/> Commodity Supplemental Food Program (MiND) <input type="checkbox"/> Fresh Fruit and Vegetable Program (MiND)
c. LEARS - VERIFICATION SUMMARY REPORT <input type="checkbox"/> School Meals Program		d. YEAR END REPORT - SM-4012-A/R <input type="checkbox"/> School Meals Program The Year End Report is not required for schools operating the Special Milk Program ONLY.
2. Designated Individual (CANNOT BE A FOOD SERVICE MANAGEMENT COMPANY EMPLOYEE) I agree to protect my user ID and password from unauthorized use and understand that all activity under my user ID is my responsibility. I further understand that by reporting Child Nutrition Program data on MEIS, I am certifying the data is true and correct, records are available to support it, and it is in accordance with the terms of the existing Agreement.		
Signature _____ Date _____		* A _____ MEIS Account Number
Print Name _____ Title _____		Telephone Number _____
Email Address _____		
* If you HAVE already established a MEIS account, enter the existing account number above. DO NOT CREATE ANOTHER ONE. * If you do NOT have a MEIS account number, go to: http://michigan.gov/meis and click on the MEIS logo box at the top of the screen. Click on "Create a MEIS Account" and follow instructions.		
Check if you are a: <input type="checkbox"/> Replacement Designee _____ Name of Former Designated Individual to be Removed from Security Access		
3. Authorization by Superintendent, Administrator, or Institution Official or Owner Public School Academies: Signature of the School Board President is required I attest that the above named individual is authorized to initiate and electronically submit Child Nutrition Program applications to the Michigan Department of Education and to grant Level 1 "Read Only" or Level 2 "Enter/Edit" access rights to other individuals within the organization.		
Signature of Superintendent/Administrator/Institution Official or Owner (Public School Academy: School Board President)		Title
4. Mail or fax form to: Ruby Zavala, Michigan Department of Education, GCSS, P.O. Box 30008, Lansing, MI 48909. Fax: (517) 373-4022		

This form must be submitted for each individual requesting Level 3 "Enter/Certify" security access rights to any of the Child Nutrition Program applications on the Michigan Education Information System (MEIS). Each organization may designate a maximum of two individuals and must submit a separate form for each individual to obtain Level 3 access. 8/2012

**Fresh Fruit and Vegetable Program (FFVP)
Justification of Large Equipment Purchase Form**

School District Name	
Agreement Number	
School Building/Site Name	
Contact Name	
Contact Email	
Large Equipment Requested	
Total Cost of Requested Equipment	
Will this equipment only be used for the FFVP?	Yes <input type="checkbox"/> No <input type="checkbox"/>
*If no what percentage will be used for other programs?	
Justification (why the current equipment is not sufficient for the FFVP operations).	
How many times will the fruits and vegetables be offered each week?	
How many times deliveries are received each week/month?	
Any other information that will support the large equipment purchase.	
FFVP Contact Signature/Date	

E-mail (davenporta1@michigan.gov) or fax (517-373-4022) to Adrienne Davenport.

Large equipment purchased with FFVP funds must be approved in advance. Allow at least two weeks for MDE to process this request. Once reviewed, Michigan Department of Education will notify the FFVP contact with its determination. All large equipment purchases must be made by December 1, 2013.

* Equipment purchased with FFVP funds that will be used for other School Nutrition Programs must be **prorated** among the programs. If claiming 100% under FFVP, please explain why the equipment will not be shared with other School Nutrition Programs (i.e. School Breakfast Program, National School Lunch Program, Summer Food Service Program, etc.) If claiming less than 100%, explain which other School Nutrition Programs the equipment will be shared and specify the percentage breakdown.

USDA Fresh Fruit and Vegetable Program

Allowable and Non-Allowable Expenditures

Allowable Expenditures

❖ Operating Costs (90%+ of total grant award)

- Fresh fruits and vegetables (includes delivery charges)
 - Whole pieces (requiring preparation)
 - Whole pieces (ready to eat)
 - Pre-packaged, ready to eat individual portions
 - Pre-cut bulk packaged
- Fresh (not canned or dried) vegetables, not normally eaten raw, can be cooked as part of a nutrition education lesson no more than once per week
- Low-fat and non-fat dips for vegetables
- Non-food items
 - Paper supplies: Napkins, plates/boats, soufflé cups
 - Plastic eating utensils
 - Cutting boards and knives
 - Serving bowls and trays
 - Cleaning supplies
 - Trash bags
 - Small carts
- Wages/salaries and benefits for employees who do tasks of washing and chopping produce, preparing trays, distributing produce to classrooms, setting up stations, managing vending machines, and cleanup

❖ Administrative Costs (up to 10% of total grant award)

- Wages/salaries and benefits for employees who assist with administrative management (e.g., claim entry)
- Purchasing or leasing equipment used for FFVP, or repair of FFVP-designated equipment
 - Refrigerators
 - Coolers
 - Portable kiosks and food bars
 - Small and large carts

Non-Allowable Expenditures

- ❖ Food items: Regular peanut butter, hummus, dip for fruit, fruit leather, jellied fruit, trail mix, nuts, cottage cheese, fruit or vegetable pizza, smoothies, other non-fresh fruit or vegetable-related food (i.e., pizza dough to make fruit pizza, yogurt and granola for fruit parfaits, jarred salsa to add to avocado chunks)
- ❖ Nutrition education materials or equipment (ex. AccuCut die-cutting machine, printing costs)
- ❖ Promotional items (including postage)
- ❖ Marketing materials
- ❖ Travel costs (field trip transportation, mileage reimbursement for picking up produce from a local farm, etc.)
- ❖ Field trip activity costs

Basic Budget Exercise
Fresh Fruit & Vegetable Program (FFVP) 2013-2014

You will need:

- School (or district-wide) calendar for 2013-2014 school year
- Calculator

Budget exercise:

1. Number of weeks in school year that you plan to operate FFVP: _____

2. Total grant amount: \$ _____

3. Total grant amount from #2 x 0.1: \$ _____

This is the max amount you can spend on admin costs, including large equipment purchases

4. Total grant amount from #2 x 0.9: \$ _____

This is the approx. amount you'll be spending on operating costs

- Operating cost amount from #4 \$ _____ % (divided by) number of weeks operating from #1 _____ = Approx. operating cost to budget per week \$ _____

Please remember that you have 60 days from the end of the month to submit your claims!

Section 6:

Review Process

- Self-Monitoring Form for FFVP Schools
- FFVP Grant Recipients Up for Administrative Review in 2013-2014 SY*
- Administrative Review Checklist*
- 2013-2014 *Administrative Review Guidance Manual* – Information Specific to FFVP

**Estimates as of 8/2013. Adrienne to share updates as applicable.*

2013-2014 Fresh Fruit & Vegetable Program (FFVP) School Self-Monitoring Form

SFA Name:

Agreement Number:

School Name:

Date of Review:

Reviewer Name:

Use this form to review the performance of your schools that participate in FFVP. While this form does not need to be turned in to School Nutrition Programs, it does need to be completed for each participating school by April 1, 2014 to ensure compliance. Answer specifically for each site. Copies of these forms may be requested during Administrative Reviews.

Completion of this tool will help you run a successful program and determine program compliance. Any required items checked "No" should be explained in the "Comments, Findings & Notes" section. If you need help determining how to be in compliance, contact FFVP Consultant Adrienne Davenport (517-241-1762 or davenporta1@michigan.gov).

REQUIRED ITEMS

Explain "No" answers in "Comments, Findings & Notes" Section

	YES	NO
Is the school on track to spend no more than 10% of its total grant on administrative costs through June 2014?		
Has FFVP been widely promoted to teachers and students?		
Is the FFVP available to all enrolled children at no cost?		
Is the FFVP offered during the school day, but outside the meal service times of the NSLP and/or SBP?		
When cooked vegetables are offered, are they offered no more than once a week and include a nutrition education lesson during service times?		
Are dips served with vegetables in a serving size of 2 tablespoons or less?		
Are the only adults provided with fresh fruits and vegetables teachers who are in the classroom with students during the FFVP meal service?		
Are production records completed for each day of FFVP?		
Did the FFVP meal service follow HACCP principles and applicable sanitation and health standards?		
Is the Non-Discrimination Statement included in promotional items and when offering the Program?		
Are purchasing procedures in compliance with the "Buy American" requirement (except for items not available as a domestic product)?		
Does the school have support of its administration in the operation of this program?		
Are records (e.g., invoices, purchase orders) kept for 4 years?		

RECOMMENDED		
<i>"Yes" answers are recommended for as many rows as possible</i>		
Has a monthly budget been completed for this school that aims to provide fresh fruits and vegetables throughout the entire school year?		
Are claims entered monthly?		
Are fresh fruits/vegetables offered at least twice a week to students?		
Is one new type of fruit or vegetable offered per month?		
Does nutrition education occur at least once a month?		
Has the school utilized "Harvest of the Month" and/or other free nutrition education materials?		
Are teachers modeling healthful eating habits by participating with students?		
Have any outside collaborations or partnerships been developed to help you better administer the program?		
COMMENTS, FINDINGS & NOTES:		

Updated 7-19-2013. Estimates below are approximate and subject to change.

2013-2014 FFVP Grant Recipients Up for Administrative Review					
SFA Number	SFA Name	Total Number of Schools to be Reviewed for Admin Review*	# Schools Participating in FFVP	Minimum # FFVP Schools to be Reviewed for Admin Review	FFVP School Names
04010	Alpena Public Schools	3	1	1	1. Lincoln Community School
25010	Flint, School District of the City of	3	16	1	1. Brownell School 2. Carpenter Road School 3. Cummings School 4. Dort School 5. Doyle/Ryder School 6. Durant Tuller Mott School 7. Eisenhower School 8. Freeman School 9. Manley Early Childhood Education Center 10. Neithercut Elementary 11. Pierce School 12. Potter School 13. Scott School 14. Summerfield Early Childhood Center 15. Summerfield School 16. Washington School
28010	Traverse City Area Public Schools	4	1	1	1. Traverse Heights Elementary
33020	Lansing Public School District	4	2	1	1. Kendall School 2. North School
34010	Ionia Public Schools	2	1	1	1. Emerson School
41917	William C. Abney Academy	1	1	1	1. William C. Abney Academy
73030	Carrollton Public Schools	1	1	1	1. Carrollton Elementary
78110	Owosso Public Schools	2	1	1	1. Bryant School
82924	Marvin L. Winans Academy	1	1	1	1. Marvin L. Winans Academy

*Based on Oct. 2012 data and information in 2013 School Nutrition Programs application.

<p style="text-align: center;">2013-2014 Fresh Fruit & Vegetable Program (FFVP) Required Items for Administrative Review</p>
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REQUIRED OFF-SITE ITEMS: These items will be requested prior to the review. Adrienne Davenport will determine review month as well as review and report compliance/non-compliance to analyst overseeing the review of each School Food Authority (SFA) and will provide technical assistance related to FFVP. Additional documentation may also be requested.

- ☐ Validation for each cost item entered in the claim(s) for reimbursement for the month of review for each selected school. This includes invoices or other records for:
 - Fruits and vegetables
 - Dips (low-fat and fat-free only)
 - Non-food items (e.g., paper supplies, serving bowls and trays, cutting boards and knives, cleaning supplies, trash bags)
 - Wages/salaries and benefits for employees being claimed under either operational or administrative costs
- ☐ FFVP School Self-Monitoring Forms for each participating school
- ☐ Production records for each day of service during review month. Include portion sizes of fruits, vegetables and dips.
- ☐ When requested, provide days, times and locations of FFVP service to allow for on-site review. Please alert analyst of any exceptions to normal schedule during on-site visit.

ON-SITE REVIEW:

The review will be conducted by Adrienne Davenport or another School Nutrition Programs contact during or shortly before or after the overall on-site Administrative Review for the National School Lunch Program. You will be notified during the off-site information request period which school(s) has been selected and when the review will be taking place. If items required for the off-site review (above) have not yet been reviewed at the time of on-site review, they may also be reviewed during this time. Additional documentation may be requested at this time.

FINDINGS AND CORRECTIVE ACTION: Findings and corrective action related to FFVP, if applicable, are included as part of the overall Administrative Review process. Corrective action by the SFA is required for items identified in Corrective Action Plan. Fiscal action will be taken to adjust for any unallowable costs billed to a school's FFVP grant.

<p style="text-align: center;">2013-2014 Fresh Fruit & Vegetable Program (FFVP) Administrative Review Guidance Manual – Information Specific to FFVP*</p>

Source: *Administrative Review Guidance Manual*. U.S. Department of Agriculture, Food and Nutrition Service, School Meal Programs. April 2013. pp. 177 – 182. Obtained at:
<http://www.fns.usda.gov/cnd/guidance/AdminReview/ARguidancemanual.pdf>

*This guidance will likely be updated. Adrienne Davenport will provide relevant updates.

Module: Fresh Fruit and Vegetable Program

The Fresh Fruit and Vegetable Program (FFVP) aims to increase children's exposure to and consumption of a variety of fruits and vegetables. FNS intends the review of the program to ensure that participating schools are proper stewards of federal funds and operate the program as prescribed by FNS.

This monitoring area falls under the General Areas of the Administrative Review.

Intent/Scope of Monitoring

To evaluate compliance, the SA must:

- Use the prescribed methodology to establish the FFVP school review sample size
- Validate one claim for reimbursement for each FFVP school selected for review (e.g., review supporting documents such as invoices)
- Observe the FFVP in each of the schools selected for review, if applicable

Review Procedures

FFVP Site Selection Methodology

Of the schools selected for an Administrative Review, the SA must select FFVP schools for a FFVP review based on the table below.

Number of Schools Selected for an NSLP Administrative Review That Operate the FFVP	Minimum Number of FFVP Schools to be Reviewed
0 to 5	1
6 to 10	2
11 to 20	3
21 to 40	4
41 to 60	6
61 to 80	8
81 to 100	10
101 or more	12*

* Twelve plus 5 percent of the number of schools over 100. Fractions must be rounded to the nearest whole number.

For example:

Twenty schools within XYZ SFA are selected for an NSLP Administrative Review. Of the 20 schools selected, 7 also operate the FFVP. Using that information in concert with the above chart, the SA would review two of the seven FFVP schools also selected for an NSLP Administrative Review.

Note: FFVP school selection is determined by the NSLP schools selected for review and occurs after the NSLP school selection process has been completed. NSLP schools selected for review are either: chosen automatically under the requirements of 7 CFR 210.18(e)(1) and (e)(2)(i); chosen according to SA discretionary criteria under 7 CFR 210.18(e)(2)(ii); or a combination of the two. When none of the schools selected for an NSLP Administrative review operate the FFVP, but the FFVP operates elsewhere within the SFA, the State agency must follow the procedures below to ensure that at least one FFVP school is reviewed during an NSLP Administrative Review.

1. When the NSLP schools selected for review is comprised solely of schools chosen automatically under the requirements of 7 CFR 210.18(e)(1) and (e)(2)(i), the SA will have to review the FFVP at a school that is not receiving an Administrative Review. FFVP is the only program that would need to be reviewed at this additional school.
2. When the NSLP schools selected for review is comprised solely of schools chosen according to SA discretionary criteria under 7 CFR 210.18(e)(2)(ii), the SA will have to

replace one of the schools selected for an Administrative Review with a school that has similar characteristics that operates the FFVP. If that is not possible, use the process identified in no. 1 above.

3. When the NSLP schools selected for review are comprised of schools chosen both automatically under the requirements of 7 CFR 210.18(e)(1) and (e)(2)(i) and according to SA discretionary criteria under 7 CFR 210.18(e)(2)(ii), the SA will have to replace one of the schools selected for Administrative Review according to SA discretionary criteria with a school that has similar characteristics that operates the FFVP. If that is not possible, use the process identified in no. 1 above.

Off-site Review Procedures

Claim validation

The SA must validate one Claim for Reimbursement for each FFVP school selected for review. FNS strongly recommends that the SA complete the claim validation off-site. However, claim validation can occur on-site as well. The SA may select any month in which a school has submitted a claim in the current school year. The SA does not have to select the same claim month for each of the FFVP schools selected for review. If a school has not submitted a claim for the current school year, the SA must select a claim from the previous school year.

Once the SA receives this information, the SA proceeds to validate the school's FFVP Claim for Reimbursement for the selected month. The SA must compare the total cost claimed for reimbursement against the total cost established by the supporting cost documentation.

If these two totals are the same and the reported costs are allowable, then the SA validates the claim and the FFVP school is compliant with this review element. If these two totals are not the same or contain unallowable costs, then the SA does not validate the claim and the FFVP school is out of compliance with this review element.

While examining the supporting cost documentation during the claim validation process, the SA must provide technical assistance if the documentation does not indicate the following:

- The school uses the majority of funds to purchase fresh produce
- The school carefully reviews and prorates equipment purchases
- Labor costs and all other non-food costs are minimal

Prior to completing the claim validation, the SA must examine payment system records for the year-to-date administrative costs charged to each reviewed school's total FFVP grant. The SA must ensure that each school is on track to charge no more than 10% of the total grant to administrative costs.

Note: If the SA validates FFVP claims when the FFVP claim is submitted for payment, further claim validation during an Administrative Review is not required.

On-site Review Procedures

On-site Review Form

The SA must record findings in Questions 1900-1902 (review period), 1903-1910 (day of review) on the *On-site Assessment Tool*.

On-site Review

The SA must observe the FFVP operation in each of the selected schools. While the FFVP food service may occur in multiple locations within a participating school, the SA is only required to observe one such location. Visits to additional classrooms or other locations (i.e., kiosks, vending machines, school hallways) are at the SA's discretion. Through the course of the observation, the SA must use the statements below to determine whether the school operates the FFVP properly on the day of review.

- The FFVP is available to all enrolled children
- The FFVP is free of charge

- The school offers FFVP within the school day, but outside the meal service times of the NSLP and SBP
- The school widely publicizes the FFVP
- The school does not allow frozen, canned, dried and other types of processed fruits
- The school does not allow the following products: fruit/vegetable juice, nuts, cottage cheese, trail mix, fruit or vegetable pizza, smoothies, fruit strips, drops or leather (See the FNS FFVP Handbook for a more exhaustive list)
- The school provides dip for vegetables only and is either low-fat or fat-free and no larger than two tablespoons
- The school does not provide fresh fruits and vegetables to adults except for teachers who are in the classroom with students during the FFVP food service
- The school offers cooked vegetables no more than once per week and only when included as part of a nutrition education lesson
- The FFVP food service follows HACCP principles and applicable sanitation and health standards. Reference Section V: *General Program Compliance*, Module: *Food Safety* for further information.

The SFA is compliant with this review element if the SA's observations on the day of review at each of the FFVP schools selected for review correspond to the statements above. If the SA's observations at any of the FFVP schools contradict the statements above, the SA will deem the SFA noncompliant with this review element and the SA must issue appropriate corrective action.

Corrective Action

The SA will deem an SFA noncompliant if the SA does not meet any of these requirements. The SA must issue corrective and fiscal action to bring the SFA into compliance.

The SA may suspend or terminate the FFVP in an SFA or school for repeated failure to meet program requirements, as documented by the SA.

All deficiencies must be recorded on the *On-site Assessment Tool* in the applicable comments section. Technical assistance and corrective action to correct identified deficiencies must be included in the Corrective Action Plan provided to the SFA at the exit conference. FFVP errors are recorded on the *Other Meal Claim Errors Form, S-2*.

Fiscal Action

The SA must disallow any portion of a claim for reimbursement and recover any payment made to an SFA that was not properly payable according to FFVP requirements. Unsupported costs and/or unallowable costs must be recorded on the applicable *Fiscal Action Workbook* (FA-1, FA-2, FA-3).

Module: Fresh Fruit and Vegetable Program				[] N/A	
Review Period					
1900.	Is the school on track to spend no more than 10% of its total grant on administrative costs? If NO, explain.	YES	NO		
Comments:					
1901.	Did the cost documentation provided support the school's FFVP claim for reimbursement? If NO, explain. Record unsupported costs on the S-2.	YES	NO		
Comments:					
1902.	Is the cost documentation for allowable FFVP costs? If NO, explain. Record unallowable costs on the S-2.	YES	NO		
Comments:					
Module: Fresh Fruit and Vegetable Program				[] N/A	
Day of Review					
1903.	Is the FFVP available to all enrolled children at no cost? If NO, explain.	YES	NO		
Comments:					
1904.	Is the FFVP offered during the school day, but outside the meal service times of the NSLP and/or SBP? If NO, explain.	YES	NO		
Comments:					

1905.	Is the FFVP widely publicized within the school? If NO, explain.	YES	NO
Comments:			
1906.	Were any of the following unallowable products offered during the FFVP meal service: frozen, canned, and other types of processed fruits/vegetables; fruit/vegetable juice, nuts, cottage cheese, trail mix, fruit/vegetable pizza, smoothies, fruit strips, fruit drops, fruit leather, jellied fruit, or carbonated fruit? If YES, explain.	YES	NO
Comments:			
1907.	a. Did the school choose to offer dip with the day's offering? b. If YES, was it fat-free or low-fat, no greater than 2 Tablespoons, and provided for vegetables only? If NO, explain.	YES	NO
Comments:			
1908.	a. Is a cooked vegetable offered today? If YES, answer b and c. b. Is it included as part of a nutrition education lesson? c. Is this the only offering of a cooked vegetable this week? If NO to b or c, explain.	YES	NO
Comments:			
1909.	Are the only adults provided with fresh fruits and vegetables teachers who are in the classroom with students during the FFVP meal service? If NO, explain.	YES	NO
Comments:			
1910.	Did the FFVP meal service follow HACCP principles and applicable sanitation and health standards?	YES	NO

	If NO, explain.		
Comments:			

Section 7:

Frequently Asked Questions

- FFVP and CEO
 - USDA Memo SP 15-2013 (see question #18)
- FFVP FAQs
 - USDA Memo SP 35-2008



United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park
Center Drive
Alexandria, VA
22302-1500

DATE: December 7, 2012

MEMO CODE: SP 15 - 2013

SUBJECT: Community Eligibility Option: Guidance and Procedures for
Selection of States for School Year 2013-2014

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

This memorandum sets forth the guidance and procedures for interested State agencies (SAs) to apply to be considered for selection for participation in the Community Eligibility Option for the 2013-2014 school year (SY). The Food and Nutrition Service (FNS) is permitting all States to apply to be considered for participation in SY 2013-2014. SAs must submit an application no later than **March 1, 2013**, to be considered for selection for SY 2013-2014.

Section 104(a) of the Healthy, Hunger Free Kids Act of 2010 amended section 11(a)(1) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1759a(a)(1)) to provide an alternative to household applications for free and reduced price meals in high poverty local educational agencies (LEAs) and schools. This alternative is referred to as the Community Eligibility Option (CEO).

To be eligible, LEAs and/or schools must meet a minimum level of identified students for free meals in the year prior to implementing the CEO; agree to serve free lunches and breakfasts to all students; and agree to cover with non-Federal funds any costs of providing free meals to all students above amounts provided in Federal assistance. Reimbursement is based on claiming percentages derived from the identified student percentages which are students certified for free meals through means other than individual household applications (e.g., students directly certified through the Supplemental Nutrition Assistance Program (SNAP)). The claiming percentages established for a school in the first year may be used for a period of four school years and may be increased if the identified student percentages rise for the LEA and/or school.

The law requires the CEO to be phased in over a period of three years, beginning July 1, 2011. The CEO is currently available in eligible LEAs and schools in Illinois, Kentucky, Michigan, New York, Ohio, District of Columbia, and West Virginia. An additional four States will be added for the school year beginning July 1, 2013. The CEO will be available nationwide to all eligible LEAs and schools beginning July 1, 2014.

The law requires the Department of Agriculture to select States during the phase in period “with an adequate number and variety of schools and LEAs that could benefit from” the CEO.

FNS requests interested States to submit an application for consideration containing a four to five page narrative demonstrating the State’s ability to implement the CEO in eligible LEAs and schools for SY 2013-2014. FNS will review the applications to select the four States with the greatest potential to maximize the benefits received through the CEO.

The narrative should contain the following information:

- The State’s general understanding of the CEO procedures.
- The State’s progress in informing all LEAs with at least one eligible school of eligibility for the CEO.
- The State’s ability to address potential barriers to participating in the CEO, concentrating on issues surrounding the absence of individual free and reduced price data for State and local laws and policies pertaining to education funding.
- The State’s communication with various departments potentially impacted by participation in the CEO such as the State Department of Education.
- The characteristics of the eligible LEAs including their interest in electing the CEO for a select number of schools district wide.
- The number of eligible LEAs currently operating Provision 2/3 or other alternative provisions for some or all schools and indication of interest level in the CEO (*if applicable*).

Additionally, interested States must provide the following information for LEAs with at least one eligible school. Attachment A provides additional instruction and the preferred format for States to submit the requested data.

1. The name of each LEA with at least one school eligible to participate in the CEO.
2. The LEA ID for each LEA entered in Item 1.
3. The total number of schools for each LEA entered in Item 1.
4. The number of eligible schools in each LEA entered in Item 1. This number should match the number entered in Item 3 if the LEA is eligible to elect the CEO for the entire district.
5. The total enrollment across all eligible schools for each LEA entered in Item 1.

6. Categorize the eligible schools entered in Item 4 into three appropriate categories: (a) likely to participate in the upcoming school year; (b) not likely to participate in the upcoming school year; and (c) schools that were not contacted and the likelihood of participation is unknown.
7. An estimate of the "identified student percentage" for LEAs entered in Item 1 interested in participating in the CEO for all schools.

All information in the narrative should support the data reported on Attachment A. The narrative and Attachment A must be submitted for the application to be considered complete.

The deadline for SAs identified above to apply for consideration for selection in SY 2013-2014 is **March 1, 2013**. Applications should be sent via email to Margaret Applebaum at Margaret.Applebaum@fns.usda.gov. SAs should notify their Regional Offices as to whether they intend to apply for consideration by **January 11, 2013**.

CEO procedures and guidance are provided in Sections I, II, and III in memorandum SP 23-2011, issued on March 15, 2011:

http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2011/SP23-2011_os.pdf

Supplementary guidance developed from frequently asked questions during the two implementation years is also attached to this memorandum (Attachments B).

The number of LEAs eligible to elect the CEO for the entire district for each State is provided in *Table 1* (Attachment C). This table is derived from the SY 2011-2012 *Verification Summary Report* data to provide States general information regarding the number of LEAs eligible to elect the CEO district wide. The number of LEAs with at least one eligible school is not available from the *Verification Summary Report* and must be determined through school-level data.

State agencies with questions on the CEO should contact their FNS regional offices. Regional offices with questions should contact the Child Nutrition Division.

Original Signed

Cynthia Long
Director
Child Nutrition Division

Attachments

Attachment B

Frequently Asked CEO Questions

Question Topic: LEA and School Level Eligibility
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- 1. Does each individual school need to meet the 40% identified student percentage, or may the 40% threshold be based on an aggregate of schools in the LEA?**
The 40% threshold may be determined school-by-school, by a group of schools within the LEA, or in the aggregate for an entire LEA. In any case, the LEA must determine whether they can operate the program given the expected level of Federal reimbursement and other non-Federal resources available to them.
- 2. Are new schools able to elect the CEO?**
If the number of identified students and total enrollment are available before the counting and claiming of meals begins and the school meets the eligibility requirements, then the school may elect or be included in a group of schools to elect the CEO. If the number of identified students and enrollment are not available, the new school may not elect the CEO.
- 3. If a district has a district-wide identified student percentage of at least 40% but some schools do not elect the CEO, does the district still qualify?**
The identified student percentage threshold must be met by the participating schools. If the threshold is not met as an entire LEA with the deletion of the schools, the LEA is not eligible to participate on a district-wide basis. Individual schools or groups of schools may still participate.
- 4. Can schools be randomly grouped together to become eligible for the CEO?**
Yes, as long as the schools are in the same LEA.
- 5. How is the identified student percentage determined for groups of schools electing CEO?**
The identified student percentage for a group of schools is calculated by taking the sum of the identified students for the group of schools divided by the sum of student enrollment for the group of schools.
- 6. What schools are eligible to participate in the CEO?**
Any school that has an agreement with the State agency (SA) to participate in the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP) and meets the eligibility criteria to elect the CEO may participate.
- 7. Are LEAs with schools currently operating Provision 2/3 in a NON BASE year permitted to express interest in electing the CEO?**
The SA may establish identified student percentages for the purpose of applying for consideration for selection for current Provision 2 or Provision 3 schools that are not in the base year. Please

provide base year numbers if these are the only numbers available. Provision 2 and Provision 3 schools would be required to establish identified student percentages for the purpose of receiving reimbursement under the CEO if the State is selected for participation.

Question Topic: Identified Student Percentage Determination
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8. Who are the identified students?

The identified students are the number approved as free eligible who are not subject to verification. This definition includes students directly certified through SNAP, Temporary Assistance for Needy Families, and Food Distribution Program on Indian Reservation participation as well as homeless on the liaison list, income-eligible Head Start, pre-K Even Start, migrant youth, runaways, and non-applicants approved by local officials. Foster children certified through means other than an application are also included as well as students certified for free meals based on a letter provided by the household from the SNAP agency. Students who are categorically eligible based on a case number submitted through a free and reduced price application are NOT included.

9. What number should be used as the total enrollment for determining the percentage of identified students?

The identified student percentage should reflect the percentage of students with access to the NLSP and SBP enrolled in the school as of April 1, 2012. Please note that the number of students enrolled should reflect all those students with access to the NLSP and SBP and not just those students participating in the programs.

10. When does the identified student percentage have to be drawn in relation to April 1st?

The law States that the identified student percentage must be established using the identified students and students enrolled with access to the program from no later than April 1st of the prior year. The intent is to capture the most recent number of identified students available while still meeting the notification deadline of May 1, 2012, for participating LEAs and schools.

11. How should we round when determining the identified student?

When determining the percentage of identified students you should NOT round. The percentage must be at least 40% to be eligible. A percentage of 39.98% does NOT meet the threshold

Question Topic: Non-Federal Sources
--

12. What may be counted as "funding from non-Federal sources"?

Any funds other than Federal reimbursement available to the nonprofit school food service account may be used. Please note that, similar to Provision 2 and 3, the use of non-Federal funds is only necessary if the total amount of Federal reimbursement through the CEO does not cover the costs of serving free meals to all students.

Examples of non-Federal sources include: Any portion of State revenue matching funds that exceeds the minimum requirement established in 7 CFR Part 210.17, profits from a la carte sales, and in-kind contribution funds from outside sources such as volunteer services or a cash donation.

Question Topic: Reimbursements

- 13. Are schools electing the CEO able to receive the extra 2 cents lunch reimbursement and severe need breakfast reimbursements?**

Yes. CEO schools will be reimbursed at their usual reimbursement rates, including the 2 cent lunch differential and severe need breakfast rates, if applicable.

- 14. Will the 1.6 multiplier change?**

The law States that the multiplier is 1.6 through SY 2013-2014 (July 1, 2013 through June 30, 2014). After that time, FNS is permitted to change the multiplier to a number between 1.3 and 1.6. Schools electing the CEO will keep the same multiplier for an entire four-year cycle and do not have to implement changes to the multiplier until the next cycle if the CEO is elected again.

- 15. How is breakfast reimbursed through the CEO?**

The identified student percentage for each school is used to determine reimbursements for both breakfasts and lunches. This percentage multiplied by 1.6 is then applied to both the total breakfasts and total lunches served to determine how many breakfasts and lunches are covered at the free rate. The remaining meals are reimbursed at the paid rate.

- 16. When is a school permitted to elect out of the CEO?**

Schools may decide not to elect the CEO or to stop utilizing the CEO at any time as long as the State is notified by June 30th of the current school year. Since the new percentage of identified students must be established before April 1st of the prior year, schools will have time to decide if continuing or beginning the CEO will be advantageous for the next year. Schools electing to stop the CEO must be prepared to return to their normal counting and claiming procedures in the next school year.

- 17. How will area eligibility percentages be determined for CEO schools?**

Since the 1.6 multiplier is intended to provide an estimate of the total number of students eligible for free and reduced price meals in the eligible schools, the product of the identified student percentage multiplied by 1.6 will be used for area eligibility purposes. These percentages can be used for determining area eligibility in the Summer Food Service Program, Seamless Summer CEO, Child and Adult Care Food Program (CACFP) at-risk afterschool snacks, CACFP tiering, and afterschool snacks through the NSLP.

- 18. How are Fresh Fruit and Vegetable Program (FFVP) award determinations made for CEO schools?**

School level CEO percentages (the school level number of identified students divided by the school level enrollment multiplied by the 1.6) will need to be determined for the purposes of awarding FFVP funds. Schools in districts electing the CEO district wide or as part of a group of schools electing the CEO with a shared identified student percentage must use the individual school CEO percentage for purposes of awarding FFVP funds.

Question Topic: Verification

19. Do LEAs and schools electing the CEO conduct verification?

No, since applications are not collected, LEAs are exempt from verification for the schools electing CEO. LEAs with some but not all schools electing the CEO must still conduct verification in the schools not electing the CEO.

Table 1: Approximate Number of SFAs Eligible to Elect the CEO District wide Source: SY 2011-2012 Verification Summary Report Data			
State	Number of SFAs	Number of SFAs with identified student % ≥40%	% of SFAs in State with identified student % ≥40%
AK	73	40	54.8%
AL	189	87	46.0%
AR	289	15	5.2%
AZ	458	114	24.9%
CA	1094	57	5.2%
CO	226	22	9.7%
CT	185	5	2.7%
DC	61	21	34.4%
DE	42	15	35.7%
FL	223	46	20.6%
GA	232	78	33.6%
GU	3	1	33.3%
HI	35	7	20.0%
IA	480	14	2.9%
ID	148	6	4.1%
IL	1132	164	14.5%
IN	499	35	7.0%
KS	400	8	2.0%
KY	189	47	24.9%
LA	113	45	39.8%
MA	429	22	5.1%
MD	73	27	37.0%
ME	189	24	12.7%
MI	882	233	26.4%
MN	697	40	5.7%
MO	785	130	16.6%
MS	197	66	33.5%
MT	241	7	2.9%
NC	162	61	37.7%
ND	215	16	7.4%
NE	378	7	1.9%
NH	100	3	3.0%
NJ	697	48	6.9%
NM	220	27	12.3%
NV	32	12	37.5%
NY	1105	82	7.4%
OH	1222	231	18.9%
OK	574	70	12.2%
OR	245	38	15.5%
PA	853	87	10.2%
PR	38	3	7.9%
RI	54	3	5.6%
SC	106	34	32.1%
SD	211	8	3.8%
TN	201	100	49.8%
TX	1259	112	8.9%
UT	85	1	1.2%
VA	161	25	15.5%
VT	226	39	17.3%
WA	327	52	15.9%
WI	848	114	13.4%
WV	73	14	19.2%
WY	58	0	0.0%



United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park
Center Drive
Alexandria, VA
22302-1500

MEMO CODE: SP 35-2008

DATE: August 8, 2008

SUBJECT: Frequently Asked Fresh Fruit and Vegetable Program Questions

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Special Nutrition Programs
All States

The new FFVP began operations under the authority and provisions set forth in The Food, Conservation, and Energy Act of 2008, (P.L. 110-234), the Farm Bill on July 1, 2008. The Farm Bill amended the National School Lunch Act to add a new section 19, the Fresh Fruit and Vegetable Program (FFVP). The purpose of this memorandum is to provide answers to some of the frequently asked questions gleaned from our conference calls which address key program operation issues.

Q. What are the FFVP hours of operation?

A. The program is available only during the school day, not before or after regular school hours.

Q. Can the fresh fruits and vegetables be served at the same time as the breakfast or lunch program but in a separate part of the cafeteria?

A. No. The FFVP can not be provided at the same time as the service of the breakfast or lunch program.

Q. How many times during the school week must fresh fruits and vegetables be offered?

A. We expect schools to offer fresh fruits and vegetables as many times as possible during the school week.

Q. Must fresh fruits and vegetables be offered the entire school year or can schools choose to offer the program a limited number of months.

A. We expect that the Program be offered through the entire school year and not limited to certain months. One goal of the program is to effect a change in eating habits and a continual exposure to fresh fruits and vegetables is necessary/beneficial in making this change

Q. Can RCCI's participate in the FFVP?

A. RCCI's can participate provided they operate an elementary school program during the day, and participate in the NSLP.

Page 2

Frequently Asked Fresh Fruit and Vegetable Program Questions

Q. Can FFVP funds be used to purchase Nutrition Education Materials?

A. No, we suggest that schools find other methods to fund the cost of nutrition education materials.

Q. Can schools use FFVP funds for promotional costs?

A. No, costs associated with promotional activities can not be funded by the FFVP.

Q. Can we use trail mix, nuts or dried fruit?

A. No. Only fresh fruit and vegetables can be purchased.

Q. Can fruit smoothies, veggie pizzas and fruit pizzas be provided under the FFVP?

A. No.

Q. Are dips allowed?

A. Dips may not be used for fruits. However, in the interest of promoting the consumption of vegetables, the judicious use of *low fat* and *non-fat* dips for vegetables in a “serving size” quantity is allowed.

Q. Can cooked vegetables be provided and reimbursed in the FFVP?

A. Schools may only cook fresh vegetables (These vegetables should be ones not normally eaten raw) as part of a nutrition education lesson not more than once a week. The vegetables must be fresh; not frozen, canned or dried. Schools may not claim any additional ingredients that are part of the cooked fresh vegetable dish.

As an example, a class may study nutrition, and part of the lesson may be to learn about specific vegetables and their nutritional value.

Q. Do schools have to submit all supporting documentation with their claim for reimbursement?

A. No, however they must maintain this information for review.

Q. Are schools required to have separate purchase orders/invoices for the FFVP?

A. No provided they can demonstrate on the orders which purchases pertain to the FFVP.

Q. What are the FFVP funds obligation timeframes on a fiscal year or school year basis?

A. For **Schools**:

July FFVP funds: must be obligated by September 30 of that year.

October FFVP funds: must be obligated by the following June 30.

Frequently Asked Fresh Fruit and Vegetable Program Questions

For States:

July FFVP funds-States that choose to receive a proportional share for State administrative expenses must obligate these funds by September 30 of that year. The normal fiscal year closeout timeframes apply with funds expensed by December 30.

October FFVP funds-The October obligation timeframe differs for FFVP State administrative funds than those for schools in that the State's funds may be obligated until September 30. The normal fiscal year closeout timeframes apply with funds expensed by December 30.

As States are aware, they must determine their total FFVP administrative funds allowed under the formula before funds are allocated to schools. We recommend that the State agency take their portion for State administrative expenses from the October allocation in order to allow schools sufficient funds to start-up the program.

Q. When will the new FFVP guidance manual be available?

A. We are in the process of drafting new guidance and will notify all State and Regional Offices as soon as the new manual is available on our web site. We hope to have the manual available by early September, 2008. The revised manual will incorporate the FAQs contained in this memorandum and the recently issued implementation memorandums, SP-31 dated July 11, 2008 and SP-33 dated July 31, 2008. The online manual will serve as the resource for the program and will be managed electronically to provide updates as needed.

The FFVP guidance manual that was used for prior program operations is no longer a reflection of current program operations under the authority and provisions of the new section 19 of the Richard B. Russell National School Lunch Act. Therefore, we ask that the States or schools not use this "old" version. We have removed the FFVP Guidance Manual from the FNS website because it is no longer accurate.

Original Signed

Robert Eadie for
CYNTHIA LONG
Director
Child Nutrition Division

Section 8:

Helpful Resources

- List of resources and hard copy materials provided during training

Section 9:

School Nutrition Programs

Contact Information

- Contact List for folks in School Nutrition Programs within the State of Michigan's Office of School Support Services, Michigan Dept. of Education
- For questions specific to FFVP, please contact Adrienne Davenport at davenporta1@michigan.gov or 517-241-1762

**Michigan Department of Education
Office of School Support Services**

**School Nutrition Programs
Contact List**

FAX: 517-373-4022

Title	Name	Phone	Email Address
School Nutrition Programs	Office	517-373-3347	mde-schoolnutrition@michigan.gov
Supervisor	Howard Leikert	517-373-3892	leikerth@michigan.gov
Consultant Mgr.	Melanie Brummeler	517-373-4020	brummelerm@michigan.gov
Consultant Mgr.	Nick Drzal	517-373-8121	drzaln@michigan.gov
Dept. Mgr.	Stephanie Willingham	517-335-4289	willinghams@michigan.gov
Dept. Mgr.	Michelle Groothuis	517-373-1852	groothuism@michigan.gov
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Secretary	Sharron Brown	517-335-4608	browns16@michigan.gov
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